Invoicing Options for FSS Vendors

Amy Gibbs

Financial Operations & Disbursement Division

Heartland Finance Center

Introduction

- Regulations
- Electronic Applications
- Internet Invoicing with FEDPAY

Central Contractor Registration

- Vendor Database
- All Agencies Using After October 2003
- Need to Register & Keep Info Current
- CCR Assistance Center
  888-227-2423
  269-961-4725

Central Contractor Registration

www.ccr.gov

Invoice Requirements Federal Acquisition Regulation 32.905

- Contractor Name and Address
- Invoice Date
- Purchase Order Number
- Description, Quantity, and Price
- Shipping and Payment Terms
- Remit to Address
- Contact Name and Phone Number

Electronic Applications

- Payment Information
- E-Mail Notification of Payments
- Electronic Data Interchange (EDI)
- Internet Invoicing

Payment Information and Notification

- www.finance.gsa.gov
- Click: Obtain Password/ Sign Up For Email Notification
- View Payment Status
- Check and EFT Dates
- Receive Email Notifying of Payment

Electronic Data Interchange (EDI)

- Electronic File of Invoices
- Since September 1996
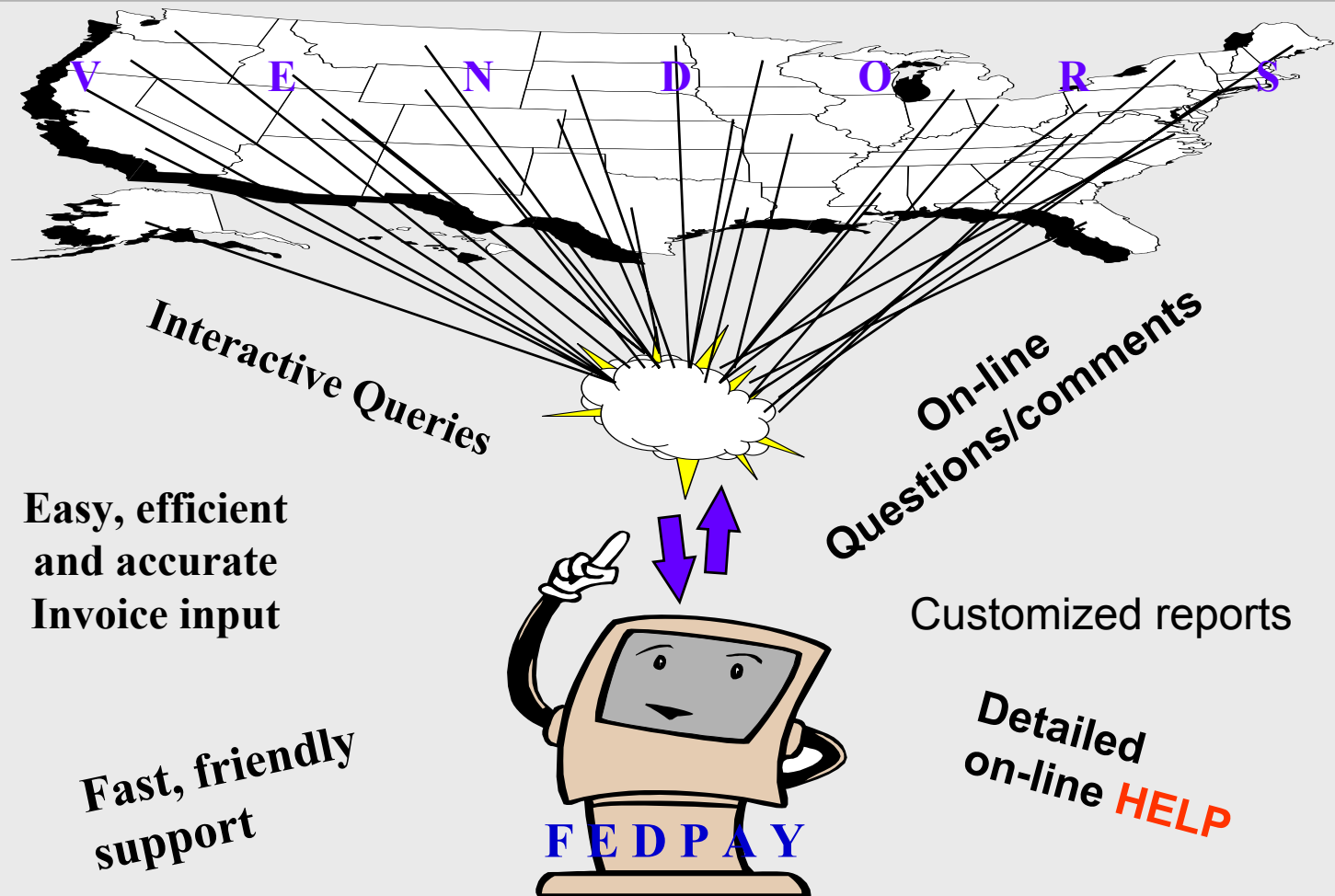- 9,000 Invoices Per Month
- 25% of FSS Payments

Internet Invoicing

- fedpay.gsa.gov
- Register for User Id and Password
- Requires 128 bit Encrypted Browser
- 10,000 Invoices Per Month
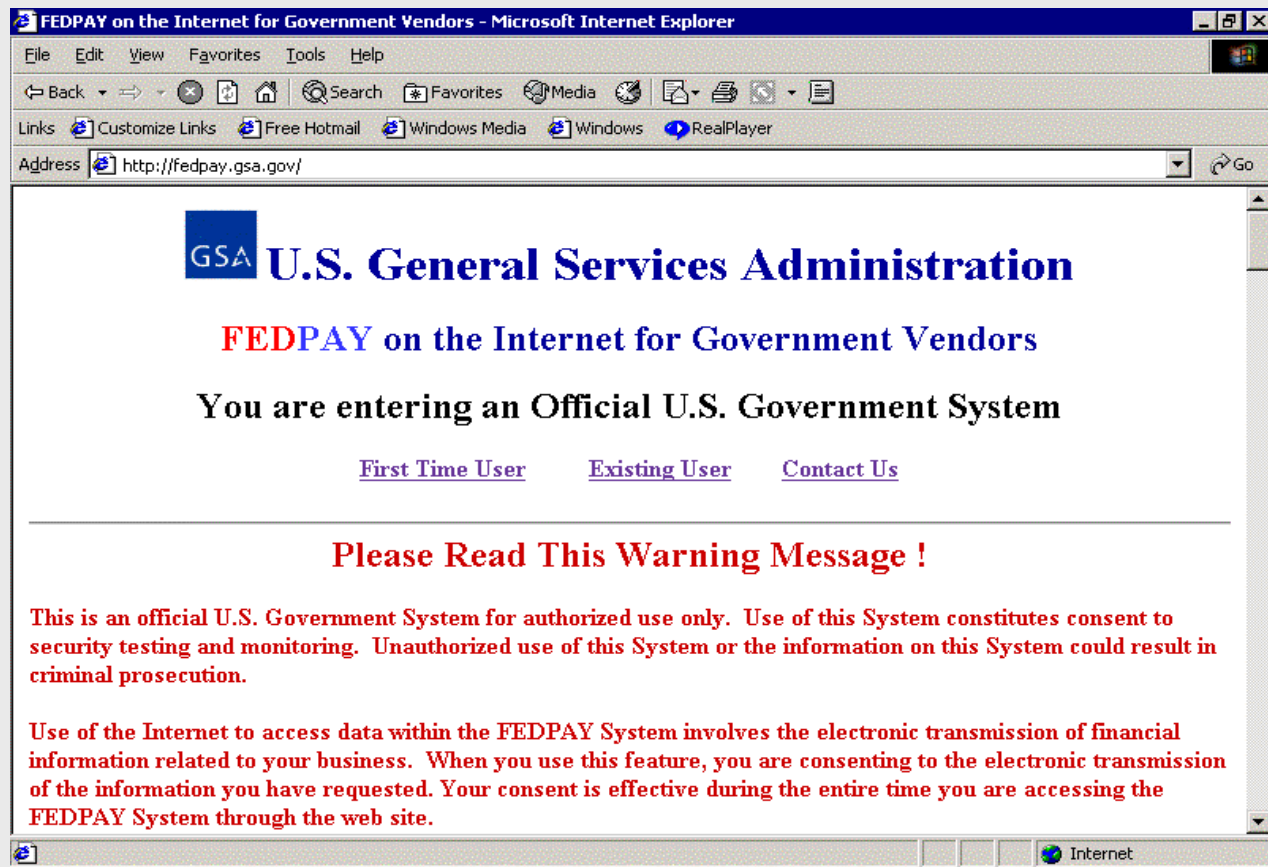- 30% of FSS Payments

Electronic Invoicing Advantages

- 10-day Payment Terms
- Query Capabilities
- No Mail Delays
- No Postage
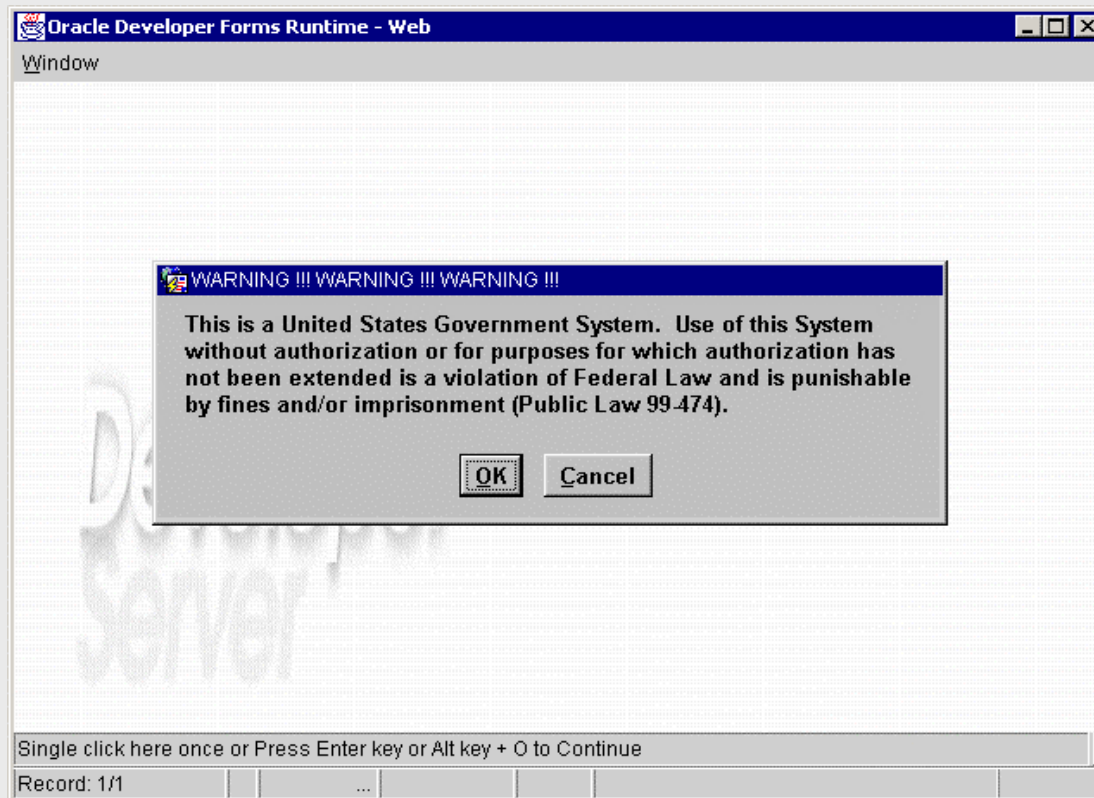- No Special Software Required

FEDPAY on the Internet

FEDPAY Home Page
fedpay.gsa.gov

Warning Box Shot

Vendor Registration Form Shot

Vendor Logon Form Shot

Welcome Box Shot

Welcome Message

Hello HANDSOME: Welcome to FEDPAY System Production Site for Government Vendors. Have a Nice Day

OK

FEDPAY System Main Form Shot

File Menu Items Shot
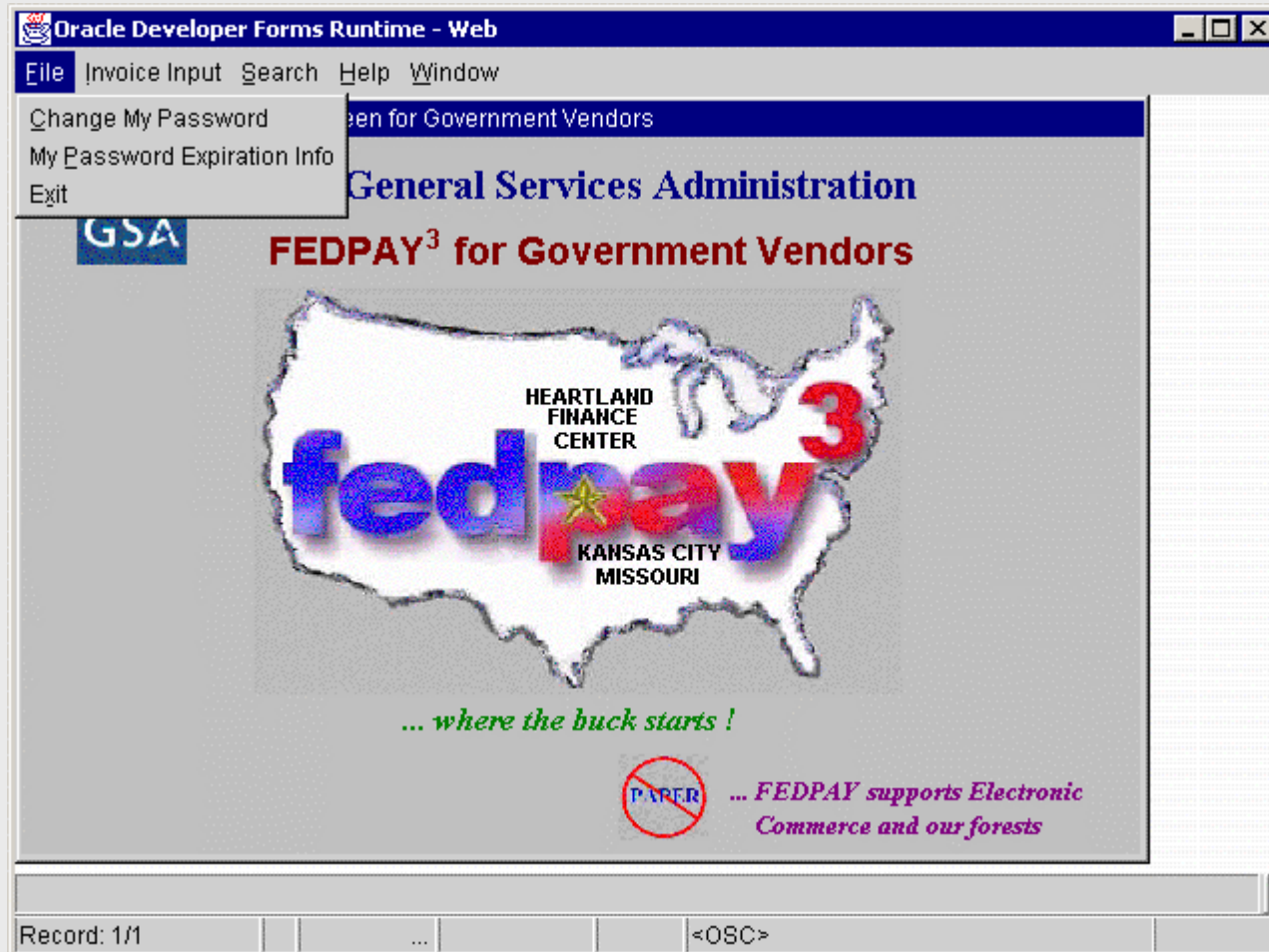
Invoice Input Menu Items Shot

Express Invoicing Form Shot

Oracle Developer Forms Runtime - Web

Window

Express Invoice Input Screen

EXPRESS INVOICING   **19-FEB-2003**

PO # :

PAYEE :

INVOICE # :

DATE SHIPPED :

PO DISC TERMS :   PAYMENT :   FOB :

SEL	REQUISITION #	STOCK #	ORIG QTY	OPEN QTY	UCP	AMOUNT

PO LINES :   **TOTAL INVOICE AMOUNT =**

PAY ME | Clear Screen | Exit Screen | Help | Send Q or C to Us

Enter PO# (Must be 9 or 11 positions long) and hit Tab key if length is 9 positions

Record: 1/1   ...   <OSC>

Regular Invoicing Form Shot

Money Only Invoicing Form Shot

Search Menu Items Shot

Invoices Keyed Today Form Shot

Inv Proc Previously Form Shot

Oracle Developer Forms Runtime - Web

Window

Invoices (Processed Previously) Search Screen

INVOICES SEARCH-PROCESSED   **19-FEB-2003**

PO# :

INVOICE # :

PAYEE :

INVOICED :   CHECK DATE :

RECEIVED :   CHECK # :

PROCESSED :   DISC% : .   DAYS:

KEYED BY :   NET :   LINES :

INVOICE	DISCOUNT	INTEREST	DEDUCTED	PAID
-	+	-	=	

SEL	REQUISITION #	STOCK #	QTY	INVOICE UCP	AMOUNT

View the SELection Box Code Description

SEARCH   🖨   Clear Screen   Exit Screen   Help   Send Q or C to Us

Enter PO# (9 or 11 positions long) and hit Tab key to enter Invoice# or Press Alt key + S or Click on Search

Record: 1/1   ...   <OSC>

List of Inv Keyed Today Form Shot

Oracle Developer Forms Runtime - Web

Window

List of Invoices - Keyed Today Screen

INVOICE #	PO #	AMOUNT	INV DATE	KEYED BY

Invoice List Alert

There are NO Invoices keyed so far today to Display. This form will now exit automatically after you press Enter key or click on OK button below

OK

Total Count of Invoices Keyed so far Today =

Total Amount Invoiced so far Today =

Print Report   Exit Screen   Help   Send Q or C to Us

Record: 1/1   ...   <OSC>

List of Inv Proc Prev Form Shot

Purchase Order Form Shot

Oracle Developer Forms Runtime - Web

Window

PO Search Screen

PURCHASE ORDER SEARCH   **19-FEB-2003**

ORDER # :   **CONTRACT # :**   **ORDER DATE :**

PAYEE :   **DISC TERMS :**

                                                          CONTACT :

                                                          PHONE :   **FOB :**

                                                          AMEND # :   **AMEND DATE :**

                                                          CLOSE DATE :   **STATUS :**

PAYMENT :   **LINES :**

SEQ#	REQ #	STOCK #	ORIG QTY	OPEN QTY	UI	UCP	CC

| SEARCH | 🖨 | Clear Screen | Exit Screen | Help | Send Q or C to Us |

Enter Purchase Order Number (9 or 11 positions long) and Press Alt key + S or Click on Search

Record: 1/1   ...   <OSC>

PO# (By Req#/Stk#) Form Shot

Help Menu Items Shot

Online Help Shot (1/2)

Oracle Developer Forms Runtime - Web

Window

Regular Invoice Input Screen

HOW DO I KEY IN REGULAR INVOICES ?

DESCRIPTION

Regular Invoicing allows you to create an internet invoice in cases where you are invoicing for an amount less than what is in the purchase order and/or where you need to include non-merchandise charges (i.e. transportation, inside delivery, pre-approved surcharge, blocking / bracing, etc).

Validations of the information entered ensue, and you will be prompted to take corrective action when appropriate. The purchase order line items will be displayed after successfully passing through the validations.

STEPS TO BE TAKEN

1. Select INVOICE INPUT from the Main Menu
2. Select REGULAR INVOICING

... You are at Page 1 of 6

| Last Page | Next Page | Exit Help |

Single click here or Press Alt key + L to go to the Last Help Page

Record: 1/1 | ... | <OSC>

Online Help Shot (2/2)

Oracle Developer Forms Runtime - Web

Window

PO Search Screen

HOW DO I SEARCH PURCHASE ORDERS?

DESCRIPTION

The PURCHASE ORDER search provides basic PO Summary information, Line Item specific information, and Invoice Activity for each Line Item.
Purchase Orders may be reviewed for a period of up to two years after they have been closed.

STEPS TO BE TAKEN

1. Enter at least 9 or 11 positions of Purchase Order Number.
2. Click on SEARCH button at bottom of screen or Press Alt key+S to start search process.

TIPS

1. To view Line Item Activity click on SEQ # of line you wish to view. An Activity box will appear corresponding to the Line Item Clicked. To dismiss Activity box click on "<< Back" button.
2. To clear screen and start a new search click on "Clear Screen" Button or Press Alt key+C.
3. To exit the purchase order search screen click on "Exit Screen" Button or Press Alt key+X.

Exit Help

Single click here or Press Alt key + X to Exit Help and Return to PO Search Screen

Record: 1/1   ...   <OSC>

Form Shot Showing Mouse Tip

Oracle Developer Forms Runtime - Web

Window

Calendar Year Selection Screen

CALENDAR YEAR SELECTION   **19-FEB-2003**

Select a Year by Clicking on one of the Buttons Below to Display Calendar ...

2000		2003
	2002	
2001		2004

Single click here or Press Alt key + 4 to display the Calendar for Year 2004

Note: Calendar for the Current Year will be Displayed Automatically if no selection is made within 15 Seconds.

Exit Screen

Single click here or Press Enter key to display the Calendar for Year 2000

Record: 1/1   ...   <OSC>

Online Feedback Form Shot

Bye Message Box Shot

Non Merchandise Codes

- 01 Freight Charge Transportation
- 02 Accessorial Charge
- 03 Inside Delivery Charge
- 05 Diversion Charge
- 07 Ocean Freight
- Non Merchandise charge cannot be > $500
- Freight cannot be more than $250